Position Description

Labor Category/Exempt:

_____ **Current or** __X___ **Proposed Specific Description**

Date Prepared: __07/08/03__

Approving Official: **Name:** H. Paul Busch **Signature:** H. Paul Busch
Title: HR Specialist

Position Title/Series/Grade: Space Management Specialist, GS-301-11

References: OPM Miscellaneous Administration and Program Series, GS-0301, January 1979; Administrative Analysis Grade Evaluation Guide; Introduction to the Position Classification Standards.

Title and Series Determination: The major duties and responsibilities of the position match the essential criteria for placement in the GS-0301 series. The two essential criteria for this series are: that the primary work of the position is of an administrative, two-grade interval nature; and, that the primary work of the position is not classifiable in any other series. Both criteria are met in this position. The GS-0301 series specifies no titles for this series and refers to the Introduction to the Position Classification Standards for titling instructions. This guidance states that titles cannot be one prescribed by OPM as an official title for a position in any other series. The guidance further instructs that the title should communicate an immediate understanding and identification of the job. Titles should be short, generally descriptive of the work performed, and consistently applied. Following these guidelines, the best title for the job is Space Management Specialist.

Grade Level Determination: Comparing the factors for the position against those in the Administrative Analysis Grade Evaluation Guide, the proper grade assignment is GS-11. Please see the attached factor sheets for Factor Level Descriptions, Total Points and grade assignment.

SPACE MANAGEMENT SPECIALIST, GS-301-11

Factor	Factor Level Description	Points Assigned
1. Knowledge Required by the Position	1-6	950
2. Supervisory Controls	2-4	450
3. Guidelines	3-4	450
4. Complexity	4-5	325
5. Scope and Effect	5-4	225
6. Personal Contacts	3	
7. Purpose of Contacts	B	110
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
TOTAL POINTS		2420
GRADE CONVERSION	POINT RANGE: 2355-2750	GRADE: 11

Standards used to evaluate the position: Miscellaneous Administration and Program Series, GS-301 dated January 1979; Administrative Analysis Grade Evaluation Guide, dated August 1990

Space Management Specialist
GS-301 11

I. INTRODUCTION

The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD. This position is organizationally located within the DPM, Maintenance Support Team and is responsible for various functions related to the maintenance, operations, renovation and alteration of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process.

The incumbent of this position is a Space Inventory Management Specialist who serves as the technical and quality assurance expert for the Computer Aided Facilities Management System (CAFMS), with specific emphasis on the Computer Aided Design (CAD) functions.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical expert on the operations of the CAD/CAFMS, which is utilized for maintaining and managing an inventory of space utilization for all NIH properties. As such, he/she is responsible for managing and updating all drawings and data contained within the system for all NIH Institutes and Centers (ICs), consisting of more than 400 drawings covering over 43,000 rooms.

Works with contract staff, who are responsible for conducting space surveys. Discusses with and provides guidance regarding what areas are to be surveyed and what types of information must be gathered. Ensures that various architectural standards are adhered to, such as those promulgated by the American Institute of Architects (AIA), General Services Administration (GSA), various building codes, and plumbing and electrical regulations. Ensures that guidelines specified by the CAFM systems software are adhered to.

Serves as the Contracting Officer's Technical Representative on the contract for the provision of surveys and initial computer aided design work documenting existing and new space.

As a COTR: evaluates the work of the contractor for technical quality and acceptability; advises the Contracting Officer to accept or reject work, and to approve invoices or deny them; troubleshoots and assists in the resolution of problems arising in the conduct of the contract, both technical and procedural.

Reviews surveys submitted by contract staff, in conjunction with other appropriate staff members. Ensures that all drawings follow appropriate standards and guidelines. Works directly with contract staff to resolve and correct any problems or deficiencies in architectural drawings and related information. Has the authority to approve final drawings that are then posted into the database.

Based upon an in-depth knowledge of the CAD/CAFMS and its requirements and specifications, reviews all space drawings to ensure that space inventory and allocation data is maintained accurately and appropriately, according to its purpose and usage. Verifies that data in recorded and monitored in terms of the appropriate category, such as public, rental, etc. as well as its architectural classification.

Conducts a review of all space drawings and layouts maintained within the CAFMS in terms of their adherence to and compliance with any and all pertinent architectural CAD standards. Due to the nature of the NIH mission, such drawings cover a vast array of complexities to include research laboratories, clinical facilities, diagnostic laboratories, bio-safety laboratories, auditoria, conference spaces, computer facilities, industrial functions such as shops and laundry, animal holding and surgery, offices, and spacing to house miscellaneous specialized research instrumentation such as magnetic nuclear resonance imaging, cyclotron, etc. Pays particular attention to such architectural details as elevator shafts, electrical closets, etc., ensuring compliance with CAD/CAFM standards.

Reviews space inventory data within the CAFMS with particular focus on any changes in space allocation or usage, to include any modifications, additions, or deletions. Such reviews include ensuring that space is assigned and used according to its original intent as well as the capabilities of the overall building structure and layout. Works with architects, engineers, and any other appropriate staff to resolve any real or potential problems.

III. FACTORS

Factor 1 - Knowledge Required by the Position

Knowledge of professional architectural concepts, principles, and practices to serve as the technical expert for the CAFMS, with specific emphasis on CAD standards to review architectural drawings and floor plans for compliance with NIH CAD standards.

Technical knowledge must include AutoCAD 14, 2000i, 2002, MicroStation, and Microsoft Windows applications.

Knowledge and understanding of the mission, functions, and organizational structure of the NIH and all of its components, to include research, program, and administrative issues and initiatives.

Ability to interpret and apply policies and regulations applicable to space management, to include DHHS, and GSA guidelines and regulations.

Comprehensive knowledge of the CAFMS and associated CAD systems software, specifications, and capabilities to facilitate the management, and monitoring of space throughout the NIH community, both on and off campus.

Skill in database management and administration to maintain various systems for monitoring space utilization for the entire NIH community.

Skill in analyzing problems and making recommendations in a variety of areas.

Skill in oral communication, and in interpersonal communication techniques with individuals in a variety of positions, including the exercise of tact and diplomacy.

Skill in written communication.

Factor 2 - Supervisory Controls

The position works under the administrative supervision of the Director, Division of Property Management, and the technical leadership and guidance of the Space Data Team Leader. With assigned priorities and overall objectives, the employee and the supervisor develop assignments in general terms. The incumbent is expected to plan and carry out the work independently, coordinate with others as required, and resolve problems, bringing only the most complex or controversial to the attention of the supervisor. Work is evaluated for compatibility with organizational goals and guidelines and achievement of objectives.

Factor 3 - Guidelines

Guidelines consist of policies and regulations requiring interpretation and adaptation before being applied correctly. Precedents and administrative policies can be helpful, but do not detail the methods of accomplishment. At this level and within the broad regulatory guidelines, more specific guidelines, regulations, or methods may be devised. Also, specifically applicable is understanding and utilizing NIH CAD standards, NIH space type classifications, BOMA standards, and the NIH organizational structure.

Factor 4 - Complexity

Assignments involve monitoring, managing, updating and reviewing all data contained within the CAFM system which is utilized for maintaining and managing an inventory of space utilization for all NIH properties, consisting of more than 400 drawings covering over 43,000 rooms. The incumbent must ensure that they are in compliance with a wide range of standards, specifications, and regulatory requirements. Various architectural standards must be adhered to including those of the American Institute of Architects (AIA), General Services Administration (GSA), various building codes and plumbing and electrical regulations. The incumbent works with contract staff that are responsible for conducting space surveys. Inspects and analyzes results to ensure accuracy. He/she provides expert technical advice regarding adherence to various architectural standards and advice regarding various guidelines specified by the CAFM systems software. The incumbent reviews space inventory data within the CAFMS, carefully cross-checking and analyzing any changes in space allocation or usage, including any modifications, additions, or deletions.

Factor 5 - Scope and Effect

The incumbent provides monitoring and review of all space drawings maintained within the system to ensure that they are in compliance with a wide range of standards, specifications, and regulatory requirements. The incumbent works with contract staff responsible for performing surveys of all NIH space, providing them with guidance regarding their assignments as well as technical expertise regarding compliance with various regulations and standards. Inaccurate data and/or drawings could result in lost financial resources through incorrect rental charges or complications in design and construction efforts. The work of the position has significant impact upon the physical environment of the NIH, which contributes to the overall ability of NIH staff to fulfill their roles and responsibilities.

Factor 6 - Personal Contacts and

Factor 7 - Purpose of Contacts

Employee has contacts with employees, supervisors, and managers within and outside the immediate office and has extensive contact with various contractor employees responsible for conducting space surveys. He/she fields inquiries and challenges regarding the accuracy of the space drawings and associated data

from Institute Executive Officers, Chief Administrative Officers, and Administrative Officers. Also answers challenges from architects and engineers regarding accuracy impacting the development of project design documents. Incumbent may have ad-hoc contacts with higher-level managers and officials.

Contacts are predominantly to provide advice and exchange information. Most information exchanged is non-controversial and is necessary to meeting program goals and resolving administrative problems.

Factor 8 - Physical Demands

The work is primarily sedentary in nature, although some slight physical effort may be required. Requires ability to work full time on a computer.

Factor 9 - Work Environment

Work is performed in an adequately lighted and climate controlled office.